

West Virginia Community Corrections Grant Program

FY 2016

Grant Application Instruction Manual

State of West Virginia



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WV Community Corrections Grant Program

Grant Application Instructions

Section I - Overview

The goal of the West Virginia Community Corrections Grant Program is to provide a mechanism for communities to develop, establish and maintain community based corrections programs to provide the judicial system with sentencing alternatives for those adult offenders who may require less than institutional custody. The West Virginia Community Corrections Act created a special revenue account in the state treasury. The Division of Justice and Community Services (DJCS) has been designated by the Code as the state agency responsible for the administration of the community corrections fund for the State of West Virginia.

Section II – Application Deadline

Original applications must be received at DJCS no later than **4:00 PM on Friday, March 13, 2016.** Faxed or late applications will NOT be accepted. Please make sure the Authorized Official signs page one (1) and Attachment D.

Completed applications must be submitted to:

Attn: Kyle McGee
Criminal Justice Specialist
WV Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, WV 25301

The following application format requirements must be followed or the application will be returned to the applying agency:

- **Each section of the submitted application must follow the order of the application kit (Note: follow the instruction manual and application forms)**
- **Do NOT submit application in a 3-ring binder**
- **Project Narrative must be typed in a 12 point font**
- **Only one original copy is required to be submitted**

If you have any questions or need assistance in the preparation of this grant application, please contact Kyle McGee at:

Telephone: (304) 558-8814, ext. 53318
Fax Number: (304) 558-0391
E-mail: Kyle.M.McGee@wv.gov

Section III - Eligible Applying Agencies

An agency must provide sentencing alternatives to local judicial systems, provide direct services to offenders ordered to the program, and must be a county commission applying on behalf of a county or a combination of counties or a combination of a county and a municipality, in order to be eligible to receive WVCC funding.

Refer to Appendix C for applicable Program Guidelines and Requirements

Section IV - Grant Application Process

Applicants for the West Virginia Community Corrections Grant funds must apply on an annual basis. Grant funding is awarded on a competitive basis each year. There is no guarantee of funding beyond the one year award period. Grant funds are dispersed on a reimbursement basis only.

The application process consists of the following steps:

1. Requests for Proposals: Requests for proposals (RFP's) will be mailed to all county commissions, circuit judges, probation offices, class I and class II municipalities, and prosecuting attorneys in the state. If an agency is interested in an application kit, a section of the RFP will be returned to DJCS with appropriate mailing and contact information.
2. Application Kits: A notification that the application kits have been released will be e-mailed to all current WVCC project directors during the same period the RFPs are distributed. The application kit will be on the DJCS' website under "Current Funding Opportunities" and the Community Corrections Section. Application kits will also be mailed to anyone completing and submitting an RFP request form. The application kits will include the new fiscal year proposal application and program guidelines as well as DJCS contact information and the proposal application deadline date.
3. Acknowledgement of receipt of applications and initial review: Applications will be promptly acknowledged upon receipt and reviewed for completeness by DJCS staff. The applicant will be immediately contacted if omissions appear.
4. Staff Assessment: Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and/or recommendations will be attached and the application will be forwarded to the West Virginians Community Corrections Subcommittee for consideration after staff has evaluated the

merits of the application that might include, but will not necessarily be limited to:

- a. Compliance of the proposed project application with the priority programs described in the state code, legislative rule, and grant program guidelines.
 - b. Organization of the project, including eventual assumption of costs by the applicant agency (Plan of Sustainability).
 - c. Probability that the grant will achieve its objective(s).
 - d. Adequate fiscal responsibility and resources.
 - e. Coordination of efforts with other local jurisdictions, particularly local criminal justice systems, to include resources and financial support.
 - f. Need for the project.
 - g. Reasonableness of the proposed budget, clearly itemized budget, and total source of funding for the project.
 - h. Geographic area(s) to be served.
 - i. Legislative support/intent.
 - j. Determination that the program does contain the stipulated core elements.
 - k. Coordination of efforts between counties to develop a multi-jurisdictional program in order to more effectively serve a broader community.
 - l. Ability to adequately assess and address the needs of the population to be served.
 - m. Record of effective services.
 - n. Type of services that will be provided and the overall treatment orientation of the proposed project.
4. Members of the applying team who are familiar with the proposed project are requested to attend the West Virginia Community Corrections Subcommittee Meeting to make a brief presentation and/or answer any questions regarding the proposal. Applicants will be notified of the date, time and location of their in-person presentation before the Subcommittee.

5. Based primarily upon §62-11C-2.(a) of the West Virginia State Code which designates the West Virginia Community Corrections Subcommittee as the entity responsible for making the recommendations as to the disbursement of funds for community corrections programs. Subcommittee will submit one (1) of the following four (4) recommendations to the Governor:
 - a. Approve the application as submitted.
 - b. Approve with conditions, budget adjustments, or amendments to the application.
 - c. Return the application for revision (the required revision will be appended to the application).
 - d. Denial.

Staff will take the necessary actions to affect the Subcommittee's recommendations which include conveying those recommendations to the Governor via predetermined format.

Applicants should note, applications for program without funding requests will receive approval or denial of the program proposal directly from the West Virginia Community Corrections Subcommittee.

Program Approval

1. Community corrections program approval requirement. The West Virginia Community Corrections Act mandates that all Community Corrections programs in the State of West Virginia meet specific guidelines and be approved by the Community Corrections Subcommittee, regardless of whether or not the program requires subsidy from the Community Corrections fund to function.

This circumstance creates two separate "approval tracts" – (1) those programs which are requesting approval, but **are not requesting** state funding to function; and, (2) those programs which are requesting approval and **are requesting** state funding to function.

Regardless of whether or not a community is requesting approval with or without state funding, an official community corrections program proposal application must be submitted to the Community Corrections Subcommittee through DJCS. All applicants must follow all special conditions and assurances in the proposal application, as well as meet all program standards established by Legislative Rule 149-4-3.

2. Programs requesting approval, without a request for state funding.

Those community corrections programs requesting approval, without a request for state funding shall adhere to the following process/guidelines:

- A. Proposal applications may be submitted to the WVCC Subcommittee at anytime. The proposal application will be reviewed and considered at the next regularly scheduled Subcommittee meeting.
- B. Upon proposal approval, the approval will remain in effect for a period of three years.
- C. In the event that a program is modified following approval yet prior to the end of the 3-year approval period, a new approval request shall be made to the Subcommittee.
- D. Approved programs must submit quarterly progress reports.
- E. Approved programs must submit an annual progress report.
- F. All approved programs must collect statistical data and submit the data on a quarterly basis.

3. Programs requesting approval, with a request for state funding. Those community corrections programs requesting approval, accompanied by a request for state funding for the implementation of the program, shall adhere to the following process/guidelines:

- A. Proposal applications must be submitted to the WVCC Subcommittee on or before application deadline.
- B. The proposal application will be reviewed and considered during the scheduled Subcommittee meeting in which grant reviews take place.
- C. All applicants will be required to orally present their application to the Subcommittee.
- D. Upon approval, the grant will begin on July 1 and end on the June 30.
- E. Funding awards will be for a one-year period on a competitive basis.
- F. Programs must provide a minimum of 10% local cash match, as well as adhere to all other graduated matching requirements explained herein.

- G. Applicants must submit all administrative paperwork including the award contract, an award resolution, a certification of debarment, and an Equal Opportunity Employer certification.
- H. State funds will be disbursed to the applicants through a monthly reimbursement system.
- I. Applicants must submit monthly progress reports.
- J. Applicants must collect statistical data and submit the data on a monthly basis.
- K. Applicants must submit an annual progress report.

Section V - What an Application Must Include

Refer to Appendix B for applicable application forms.

General Administrative Information – Page 1

The following information will need to be completed in its entirety for the application to be considered complete.

- ☞ **Applicant Agency:** List name, address, telephone number, and fax number of the agency applying to the West Virginia Community Corrections Subcommittee. The applicant agency can only be a county commission or the WV State Supreme Court of Appeals. If the applying agency is requesting grant funds, then the address listed in this section must be the official address to receive reimbursement checks.
- ☞ **Type of Agency:** Check the type of agency applying – Municipality or County.
- ☞ **Type of Application:** Check the type of application submitted – Application for State Funds or Application for Program Approval without State Funds.
- ☞ **Project Director:** List name, title, address, telephone number, fax number, and e-mail of the individual charged with implementing the project (the actual day-to-day operation). This individual cannot also be the fiscal officer or authorized official.
- ☞ **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the individual responsible for the fiscal records of the project. This individual cannot also be the authorized official or project director.
- ☞ **State Funds Requested:** Amount of funds requested from the Community Corrections Subcommittee by the applicant agency. ***Please note, the WV Community Corrections Grant Program has a funding cap of**

\$600,000.00 and will not fund any program more than this amount. If this is an application for program approval without state funds then indicate “N/A”.

- ☞ **Local Funds Utilized:** Funds committed by the applicant agency to fully or partially implement the project. These funds will also include fiscal contributions from all jurisdictions involved in a multi-county program application. Local funds are also referred to as matching funds. Please refer to the match section of the instruction manual (page xi) or Appendix C – Program Guidelines (section 6) for specific match requirements.
- ☞ **Amount Awarded:** This amount will be completed by DJCS when funding recommendations are approved.
- ☞ **Project Period.** Fiscal Year 2016 WV Community Corrections grant funds will be funded for twelve (12) months beginning July 1, 2015 and ending June 30, 2016.
- ☞ **Number of Years Previously Funded:** Indicate whether or not the applicant has received prior years of funding through the West Virginia Community Corrections Grant program. This will also include years in which the applying agency has received grant funds through a different fiscal agency. *(Example: Wirt County Commission received grant funds for two years through the Wood County Commission and then applies independently for FY 2016 grant funds. Barbour County would list 2 years of prior funding).*
- ☞ **Estimated number of Offenders to be served by the grant:** Provide a projected number of offenders to be served through this project.
- ☞ **Geographic Area Served:** Indicate each county served by this grant project.
- ☞ **Total Population:** Include the total population for the county(ies) to be served. (i.e. If the application includes three counties then this number would be the total population for all three counties combined). Population numbers should be consistent with the most recent census data available.
- ☞ **Project Title:** Provide a very brief title for the proposed project. (i.e. Western Regional Community Corrections Program.)
- ☞ **Project Description:** Provide a brief overview of the program which will include a summary of the program’s concept and overall goal. (i.e. “Provide alternative sentencing and re-entry services for eligible offenders in Greenbrier and Pocahontas counties”). *NOTE – this section should be kept brief enough to avoid the next section (authorized official) to be continued on to a following page.*

- ☞ **Authorized Official:** List the name, title, address, telephone number, fax number, and e-mail of the individual authorized to apply for these grant funds on behalf of the applying agency. The only eligible authorized officials for the community corrections grant application are County Commission Presidents and the Executive Director of the Administrative Office of the WV Supreme Court of Appeals. This individual cannot also be the project director or fiscal officer. An **original signature** of the authorized official is required on page one. *NOTE – Make sure this entire section remains on page 1. If the section continues to a following page, applicants **MUST** shorten the Project Description section to allow the AO section to remain on page 1.*

Budget Summary – Page 2

List the applicant name and the applicant agency's Federal Employee Identification Number (FEIN) in the spaces provided. *NOTE - All funds listed must be rounded to the nearest whole dollar amount.*

- ☞ **WV Community Corrections Requested Funds Column:** Indicate the amount of grant funds requested in the various budget categories (i.e. Personnel/Contractual, Travel/Training, Equipment, and Other) allowable under the WV Community Corrections grant program.
- ☞ **Local (Match) Funds Column:** Indicate the local funds allocated to the various budget categories. This is the cash match contribution.
- ☞ **Total Budget Column:** WV Community Corrections requested grant funds plus other (matching) funds. This total should be column A + column B.
- ☞ **Funding Strategy:** List separately each source of funds for the project and indicate the status of each funding source as outlined below the funding strategy section.

NOTE – WV Community Corrections grant funds are set up on a reimbursement basis only – no lump sum distributions. Financial and progress reports are submitted each month to obtain reimbursement from the grant for monthly project expenditures.

Budget Detail – Page 3

This information should provide general line item descriptions for each budget category item requested for funding and for items provided as local matching funds as summarized on Budget Summary Page 2. Be sure to list totals with the appropriate line item in the proper budget category and in the correct column. Total figures should match the totals on the budget summary page. For FY 2016, applicants are encouraged to utilize Microsoft Excel to completing their budget. A template has been created that applicants may use for their Budget Detail in lieu of the Microsoft Word version. ***Please note, the WV Community Corrections Grant Program has a funding cap of \$600,000.00.**

Personnel / Contractual: List personnel expenses for all purposes proposed through the grant, including any contractual/consultant services. List the name and title of each position with the total salary costs and benefits. List each contractual agency and/or individual and service provided with the total cost for each. Job Descriptions for personnel and copies of contracts for contractual services will be required in page 9 of the application. Resumes will also be required for each current staff member requesting funding through the grant.

NOTE – The WV Community Corrections Subcommittee will NOT approve funding for the following positions through the grant (However, the positions can be used as local matching funds if paid with general county funds and are part of the funded project):

- Home Confinement Officer (or related positions)
- Pre-trial Officer (or related positions)
- Community Service Officer (or related positions)
- Sex Offender Supervision Officer (or related positions)
- Lab Technician (or related position)
- Drug Screeners
- Security Officers

ALSO NOTE – The WV Community Corrections Grant Program will not fund a Director/Executive Director’s salary over \$75,000.00.

- ☞ **Travel / Training:** Reflect all project travel costs and/or training expenses associated with this proposal. List the names of identified training events proposed to attend with estimated costs.

NOTE - Travel expenses incurred for this project must be for the purpose of meeting the objectives of the project. Expenses may not exceed ceilings established by State of West Virginia Travel Regulations or the applicant agency’s travel regulations, whichever is stricter. A portion of the grant may be utilized to cover training expenses (registration fees, mileage, per diem, and lodging) in accordance with WV State Travel Regulations to enhance the skills of staff providing services to offenders. Unless particular training events are specified in an approved grant budget, all training events and expenses must have prior written approval from DJCS.

- ☞ **Equipment:** List proposed property purchases with grant funds which have an estimated life expectancy of one or more years and cost \$1,000 or more per individual item. *NOTE - Installation and transportation costs are included as part of the cost of equipment.*

- ☞ **Other:** Items not meeting the requirements of the equipment category and those expenses not classified elsewhere. (i.e. drug testing supplies, program materials, etc)

Please refer to Appendix C for additional information on allowable and unallowable expenses under the grant program.

Budget Justification – Page 4

Provide a more detailed breakdown of all costs listed in the Budget Detail worksheet. This should not only provide a breakdown of costs, but also why the expense is needed to carry out the proposal. For line items listed, sufficient breakdown would include:

- ☞ **Personnel / Contractual:** List positions as contractual (no benefits) or personnel with the benefits spelled out in detail. To show personnel with benefits – reflect the gross wages (salary) plus any benefits, such as FICA, Worker’s Compensation, Retirement, etc. Be sure to indicate whether the position is full-time or part-time and provide a breakdown of the percent used for all benefits. For hourly employees – indicate the hourly rate, the number of hours per week, and the total number of weeks to be worked during the grant cycle. For example: \$10 / hour x 24 hours / week x 52 weeks = \$12,480.00
- ☞ **Travel / Training:** Describe all trainings identified on the budget page. For each item show the calculation. Specifically, for mileage expenses document approximate number of miles and the mileage rate used. Reflect the applicant’s mileage rate unless this rate exceeds the state per diem rate, in which case you will use the state per diem rate. If a courtesy vehicle is used (i.e. county vehicle) the rate is 14 ½ cents per mile. Training expenses should reflect workshop or conference name, date, registration fees, lodging costs, and meal allowance. Meal allowances are limited for only overnight stays per West Virginia State Travel Regulations.
- ☞ **Equipment:** Provide a detailed description of the equipment needed and the costs included. Indicate where the equipment will be located and for what purpose the equipment will be used.
- ☞ **Other:** All items listed under this category need to be clearly itemized. For instance, an itemization for workbook materials to be used would be outlined as cost per participant (35 participants x \$10 per workbooks = \$350.00).

- ☞ **NOTE:** *An example of an appropriate Budget Justification has been provided with this grant application. It is listed as Appendix F.*

MATCH: Portions of funded projects must receive financial support from sources other than WV Community Corrections funding. This is known as the matching

contribution that is the statutory ratio that must be applied to the grantee as its portion of a grant. The purpose of matching funds is to augment the amount of resources available to the project and to foster the dedication of local and community fiscal resources to the purposes of the project. Counties must demonstrate a financial contribution to supplement the project.

The matching requirements are as follows:

Graduated Matching Funds: Beginning in Fiscal Year 2008, the requirement for matching funds will increase by 5% the first three (3) years and 10% the fourth (4th) year in order to encourage programs to become more self-sufficient as well as to increase each county's commitment and financial participation. The year of funding refers to the number of years the applicant has received funding from the community corrections grant program, whether the applying county received those funds as a direct award or through a different appointed fiscal agency.

The following formula will be used when calculating matching funds:

Graduated Match
1 st year- 10%
2 nd year- 15%
3 rd year- 20%
4 th year and beyond- 30%

*Each individual county recommended for funding by the Community Corrections Subcommittee, whether the county is part of a multi-county project or is establishing its own project, will be required to contribute a minimum 10% funding match in order to qualify for state funding.

Multi-county projects, cooperative agreements and fiscal agent appointments: Where a group of counties combine and submit a joint application for funds, such application shall contain a cooperative agreement indicating each county's willingness to collaborate and describing in detail each county's role and responsibility to the project. Such multi-county applications shall provide for the appointment of one (1) fiscal agent to coordinate the financial activities of the grant award. This appointed fiscal agent will serve as the applying agency for the grant application.

Please refer to Appendix C for further guidance on match calculations and requirements.

NOTE - Also provide a detailed description for all matching funds in this section. Indicate the source, the amount, and the purpose of the matching contribution.

Project Narrative – Page 5

Provide a detailed description of how the applicant will use West Virginia community corrections grant funds. Complete the Project Narrative by following the format outlined below. Be sure to label each section of the Narrative to correspond with the headings listed in the instructions provided. All components listed for each section must be addressed for the application to be complete. Attach additional pages as needed (additional pages should be labeled 5a, 5b, 5c, etc.)

A. Problem Statement: The problem/need should be clearly identified and substantiated by research and statistics specific to the targeted service delivery area and population. Components of the Problem Statement must include:

- Description of the specific problem to be addressed by the project. Supporting current data should be provided to justify the need for this type of project/program.
- Description of method used to evaluate the local need for services.
- Description of the target population (types of offenders) to be served. The specific needs of the target population should be directly outlined.
- Description of any unique characteristics, barriers, or challenges of the applicant's locality as they relate to the identified problem.
- Existing projects **must** show a continued need – a copy of last years problem statement will not be accepted.

B. Program Description and/or Solution to the Problem: At a minimum, the following components must be provided:

- Brief background summary of the program, including past experiences and why the application is being submitted.
- Description of how the proposed project will address the needs identified in the problem statement.
- Description of the program's anticipated impact on the target population.
- Describe the major activities necessary to implement the project – briefly describe all services to be provided, procedures to be followed, and how achievement will be documented.
- Existing projects **must** show impact of their previously funded project on the target population – a copy of last years program description is not acceptable.

- Describe how the program will utilize the risk/needs assessment to develop and implement case or treatment plans for the offenders being served.
- Describe the evidence based programs that will be offered by your program. Please identify the program by name as well as any other pertinent information.

NOTE - Detailed goals, objectives, activities, outcome measures, and implementation timeline will be required for Page 6 of the application.

C. Project Assessment/Evaluation: Describe how the program will assess results of the proposed project, including:

- Data to be collected
- Methodology for data collection
- Who will be responsible for performing the assessment
- How the results will be used to enhance the project

D. Strategic Plan for Local Community Criminal Justice Board (LCCJB):

Describe exactly how the community was involved in the development of the program and the extent to which the local criminal justice system played a role. Also, describe the function of the local board and how it will operate relative to the implementation of the proposed project. A membership list of the LCCJB is required for Page 7 of the application.

E. Plan of Sustainability: A detailed description of how the project will be continued in the event West Virginia Community Corrections Grant Program funds are relinquished.

- This plan must illustrate the willingness and capacity to continue the project after grant funds are no longer available.
- The plan should also describe any working relationships that would be maintained as a result of the prior grant funding.

NOTE – This section requires a plan to continue the project without grant funding. Indicating the program will be discontinued or closed without grant fund is not an acceptable plan. Programs must address how they will obtain and/or utilize other funds, partnerships, etc. to maintain the project is required.

F. Graduated Sanctions, Incentives and Client Feedback: Applicants are required to provide detail on how your program utilizes graduated sanctions, incentives and how you receive client feedback within your program. If your program does not currently incorporate these components, please describe how you plan to implement them into your

program within the next year. Preference may be given to those programs who can demonstrate that these aspects are being incorporated into the Community Corrections program.

A formal mechanism should be implemented to solicit feedback and input from the participants at each Day Reporting Center. The feedback process may take the form of a suggestion box; client feedback survey or a formal interview with the client. Participant suggestions should be reviewed and approved by program staff and leadership.

The program should develop a range of incentives and there should be written guidelines for use of incentives. Guidelines should include appropriate types along with examples of pro-social behaviors that should be recognized or reinforced. The number and type of rewards should be increased as well as the consistency of their application. The program should strive for a 4:1 ratio of rewards to consequences. This could be accomplished by increasing verbal praise and other social and/or material reinforcements to reward pro-social behaviors as they occur. All staff should be trained in the value of rewards and should use them to reinforce pro-social behavior. If incentives are designed to increase pro-social interactions, they should be individualized and tied to a specific action. Behaviors should be consistently reinforced by staff.

The program should develop a formal list of graduated sanctions to be used for non-compliance. Punishments should be used to promote behavioral change. All staff should be trained on how to apply and use punishers in the most effective manner possible. For consequences to achieve maximum effectiveness, they should be administered in the following manner:

- escape from the consequence should be impossible;
- the consequence should be administered at the earliest point in the deviant response;
- it should be administered immediately and after every occurrence of the deviant response;
- alternative pro-social behaviors should be rewarded after punishment is administered; and
- there should be variation in the consequences used

Finally, all staff should be trained to explain the punishments to the offenders, explore the behavior that resulted in the punishments, and to look for the negative consequences of punishment (e.g., emotional reactions, avoidance, aggression, perpetuation effects, etc.) so that there are not unintended side-effects from punishing.

Grant Goal(s) & Objective(s) – Page 6

Overall project goal(s) may be briefly described in the program description and/or project assessment section(s), but specific grant goal(s) and objective(s) need to be documented in this section. Grant goals and objectives should be directly related to the grant funds requested. (For example: If the project is requesting funds for a case manager, a substance abuse counselor, and an adult education instructor, then the goals and objectives should not be related to how many clients will complete the community service program or how many hours of community service will be completed. Instead, the goals and objectives should be related to the intake and assessments to be completed, clients to be provided substance abuse counseling, proposed percent of clients to successfully complete the substance abuse and education programs during the grant period, etc.) In this section, applicants must:

- ☞ State your goal(s) and provide clear, precise, and measurable objectives. Objectives should identify what and how much is anticipated to be accomplished, who will be responsible for making it happen, and when it is anticipated to be completed.
- ☞ Outcome measures and activities are required for each objective. Identify the data elements to be used to measure the program's outcomes.
- ☞ Describe the implementation strategy for each objective. Strategies need to be brief and to the point. Identify the data elements to be used to measure the program's progress.

A general description for the terminology used on this form is listed below:

- | | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal(s) - | A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the applicant. These goals may be both short and long range. There should be a <u>minimum</u> of at least two goals for the proposed project. |
| Objective - | A specific statement of the desired short-term, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. It is extremely important to realize that objectives must be achievable and feasible within the specific time frames. There must be at least one measurable objective for each goal. The standard recommended practice of goals and objective writing is to provide one (1) to three (3) objectives for each goal. |
| Outcome Measure - | The data or tool used to measure achievement of the objective. Describe how data will be collected and analyzed and who the results will be shared with. |
| Activities - | What will be done and who will accomplish it. You must have at |

least one (1) activity per objective.

Timeline - When will the activity begin and end. **You must have a timeline for each activity.**

NOTE - Please refer to Appendix D for a supplement goals and objective form if needed. Additional pages should be labeled 6c, 6d, etc.

Local Community Criminal Justice Board Members – Page 7

The Community Corrections Subcommittee of the Governor's Committee on Crime, Delinquency, and Correction strongly encourages each individual program to establish and maintain such a local Criminal Justice Board.

Membership of the Local Community Corrections Board shall fifteen (15) voting members, which are all residents of the county or counties represented in the proposal. These members should include, but not be limited to the following members:

- Sheriff(s) or Chief of Police
- Prosecutor(s)
- Public Defender(s)
- Board of Education(s)
- Mental Health
- Substance Abuse
- Crime Victim Services Advocate (this is separate from a DV advocate)
- Domestic Violence Program Representative (from the local licensed program)
- Three (3) at large representatives appointed by the county commission.
- One (1) representative with a background in substance abuse treatment and services.

The local board may also include a Judge(s), Magistrate(s), and Probation Officer(s), but these members shall not have voting privileges as directly related to board decisions.

Commitment letters or signed memorandums of understanding (MOU) will be required from each board member in **Attachment B** of the application. In addition, a signed Memorandum of Understanding between the local criminal justice board and the county commission must be submitted. This MOU shall contain a cooperative agreement indicating the county's willingness to collaborate and describing in detail the role of the county as the fiscal agent and the role of the criminal justice board as the body responsible for the overall direction and operation of the program.

Please refer to Section 11 of Appendix C (Program Guidelines) for more specific details on the local community criminal justice board.

NOTE - If a project includes more than one county, then there must be equal members represented on the board from each county covered by grant funding, unless otherwise agreed upon by the counties in writing.

Organizational Charts – Page 8

Provide an organizational chart for the program requesting funding. The proposed project staff should also be included. Include a listing of all staff member names, position titles, salaries, and salary funding sources in the organizational charts. The chart should demonstrate the lines of authority and agency/program structure. The local community criminal justice board should be indicated on this organizational chart.

Hiring Procedures and Job Descriptions – Page 9

Provide a description of the program agency's procedure(s) for hiring employees who are to be funded under the WV Community Corrections grant. Also, include a job description and qualifications for each of the position(s) proposed under the grant. If the position(s) are currently filled, then include a resume for each filled position requested for grant funding.

Program Operational Budget – Attachment A

Applicants must demonstrate the ability to adequately operate on a reimbursement basis. Attach the operational budget for the local community corrections program along with a brief 3-year strategic financial and programmatic plan of operation. *NOTE – If the application includes multiple counties, an operational budget must be submitted for each county with a physical program site. For example, an application from the Mercer County Commission that included day report centers in Mercer, Raleigh and Summers counties would need to submit an operational budget for each of these three county program sites. However, one 3-year strategic plan that specifically incorporates all counties included in the application is acceptable.*

Commitment Letters from Local Community Criminal Justice Board Members – Attachment B

Attach commitment letters received from all Local Community Criminal Justice Board (LCCJB) members. These letters must demonstrate that members have understanding of the project and are willing to assist in meeting the expectations of the grant requirements. An application is not complete until all letters are received. *NOTE - An MOU signed by each board member that clearly identifies and outlines each member's responsibility to the community corrections project and the local community criminal justice board will suffice for individual commitment letters.*

Memorandum of Understand from local Criminal Justice Board and County Commission – Attachment C

In addition, a signed Memorandum of Understanding between the local criminal justice board and the county commission must be submitted. This MOU shall contain a cooperative agreement indicating the county's willingness to collaborate and describing in detail the role of the county as the fiscal agent and the role of the criminal justice board as the body responsible for the overall direction and operation of the program.

Other Required Program Information – Attachment D

Please a copy of the following items with Attachment C of the application:

1. Program Mission (approved by the local board).
2. Current approved by-laws of the local community criminal justice board.
3. List of each service (which also includes a brief description for each service) offered by the local community corrections program.
4. Schedule of Services for the project.
5. Certification letter signed by the Community Corrections Program Director and the local Board President that verifies that a Policy/Procedure manual is currently maintained and adhered to by program staff. In the event, such a policy/procedure manual does not currently exist, the certification letter must state that such a manual will be developed, approved by the local board, and implemented by program staff no later than June 30, 2016. Policies will be reviewed by DJCS during on-site monitoring visits.

NOTE – Please be advised if the application is for a multi-county project, then a list of the five items referenced above must be submitted for each county included in the application.

Standard and Special Conditions and Assurance – Attachment E

Sub-grants funded under the West Virginia Community Corrections grant program agree to comply with all Standard and Special conditions and assurances listed. By certifying and signing the application on page one (1) and the final page of Attachment D the authorized official is indicating they have read, understand, and will comply with all Standard and Special conditions and assurances listed in this section.

Section VI

Appendices

- Appendix A – WV Community Corrections Application Checklist.
- Appendix B – WV Community Corrections Application Forms

Appendix C – WV Community Corrections Program Guidelines.
Appendix D – Supplementary Goal(s) and Objective(s) Form.
Appendix E – WV Community Corrections Act and Title 149 Series 4
Appendix F – Budget Justification Example

NOTE - Appendix A & B (and Appendix D if applicable) and Attachment D must be completed and submitted to DJCS by due date indicated in Section II of this document. All other Appendices are for applicant guidance only and do not need to be submitted with application.